



**CITY OF LODI
COUNCIL COMMUNICATION**

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AGENDA TITLE: Continuation of Fiscal Year 2005-06 Budget Discussion

MEETING DATE: May 18, 2005

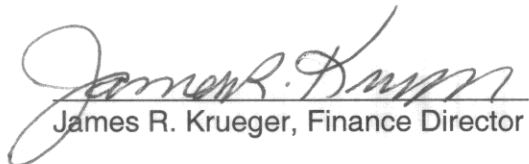
PREPARED BY: Finance Director

RECOMMENDED ACTION: That Council continue discussion of the Fiscal Year 2005-06 Budget.

BACKGROUND INFORMATION: The Council has received an overview and the proposed City Budget document on May 4, 2005. Council has heard presentations from departments at the City Council meeting held on May 11, 2005. Council is requested to continue discussions on May 18, 2005 and at any other special meetings that may need to be held in order to have ample opportunity for discussion of the budget. Any budget revisions or adjustments will be compiled by the Finance Department and the Budget document, Appropriations Resolution and the Appropriations Spending Limit will be presented to the Council for approval on June 1, 2005.

FISCAL IMPACT: Not applicable

FUNDING AVAILABLE: Not applicable


James R. Krueger, Finance Director

APPROVED: 
Blair King, City Manager

filed 5-18-05
Item K-2



Community Center

\$1,282,700

Mission

Hutchins Street Square, working collaboratively, provides programs & services that enhance the health and well being, social vitality and cultural vibrancy of our community.

Divisions

- Administration
- Arts & Culture
- Youth Commission
- Facilities Maintenance
- Senior Information Services
- Theatre/Box Office

Number of Employees

10 Full-time
24 Part-time



Community Center

2004-05 Accomplishments

- Facility repairs & signage
- Streamlined internal operations
- Continued growth of programs and events
- Forged new community partnerships
- On-site catering/floral contracts
- Brought pool fees in line with expenses
- Handled 458 events/53 performances
- Provided quality programs and services for over 150,000 visitors



Community Center

2005-06 Emphasis

- Maintain quality of existing programs and events with current staffing
- Maximize rental revenue
- Stay within budgeted expenses
- Raise visibility of The Square
- Implement Department of Aging Grant

Community Development

\$1,964,680



Mission

To provide responsible and professional guidance and services for well-planned and managed growth and a continued commitment to building safety and neighborhood preservation for this community.

Divisions

- Building Division
- Planning Division
- Community Improvement Division

Number of Employees

17



Community Development

2004-05 Accomplishments

- Adoption of the 2003-2009 Housing Element
- Development of Large Retail Design Guidelines for Commercial Development
- Improved Communications with Construction Industry Through Monthly Meetings/Workshops
- Expanded Community Improvement Outreach through Involvement with Community Partnership for Families and PD's Partners Program



Community Development

2005-06 Emphasis

- Transition from General Fund-based Activity to Special Revenue Fund-based Activity.
- Improve the Permit and Plan Review Process and the Availability of Information to the Public.
- Develop and Implement More Effective Remedies for Code Enforcement Program
- Begin General Plan Update
- Process Westside Annexations

City Clerk

\$511,585



Mission

The Office of the City Clerk is committed and dedicated to serving the City Council, the various City Departments and the citizens of this community pursuant to state statute and in an efficient, courteous, and professional manner that lends itself to bringing respect and dignity to the City we serve.

Divisions

- City Clerk Operations & Management
- Elections Administration
- City Council
- Protocol

Number of Employees 4

City Clerk, (2) Deputy City Clerk, Administrative Clerk

City Clerk



2004-05 Accomplishments

- E-RECORDS – 154,364 pages (total to date)
- E-AGENDA/PACKETS - 5,218 pages
- MINUTES - 357 pages
- ELECTION – November 2, 2004

(totals as of April 2005)

City Clerk



2005-06 Emphasis

- Records Management
 - Conduct codification of the Lodi Municipal Code in-house
 - E-Records
 - E-Agenda/Packets
 - City Clerk's Records – Retention Schedule

City Manager

\$585,217



Mission

To implement policies and achieve goals as set by the City Council by providing leadership and direction to staff for the efficient delivery of City services.

Divisions

- Administration
- Information Systems
- Economic Development & Community Promotions (\$233,200)
- Human Resources
- City Events (\$100,000)

Number of Employees: 4

City Manager, Deputy City Manager, Secretary to CM,
Management Analyst



City Manager

2004-05 Accomplishments

- Successfully transitioned leadership
- Renewed emphasis on Economic Development and Downtown Revitalization
- Refined "Team Lodi" and the "Keep PACE with Lodi" campaign to include representatives from most departments
- Intensified scrutiny of expenditures to balance budget
- New Council Members orientation



City Manager

2005-06 Emphasis

- Intensify Economic Development efforts
- Encourage community participation in development of General Plan
- Develop Master Plan for use of Public Facilities
- Develop Strategy for Capital Projects
- Assess Long-term Financial Plan
- Implement City Manager's Work Plan
- Stabilize the City's financial condition
- Select new Community Development Director

City Attorney's Office

\$395,820



Mission

The City Attorney's Office provides legal services to the Council, departments, boards and commissions of the City of Lodi

Number of Employees: 3

City Attorney

Deputy City Attorney

Legal Secretary



City Attorney's Office

2004-05 Accomplishments

- Settled Busy Bee and Central Plume PCE/TCE litigation
- Reached Interim Settlements in Northern and South Central Western Plumes
- Settled Lehman Bros. claim against the City
- Settled Stockton SOI litigation
- Hired excellent Deputy City Attorney
- Resolved multiple Big Box related disputes
- Drafted Skate Park Ordinance
- Established new W/WW Utility Rate Increase Protocol



City Attorney's Office

2005-06 Emphasis

- Resolve Pending PCE/TCE litigation re Southern, South Central/Western and Northern Plumes
- Hand over reins to Public Works for cleanup
- Prosecute PCE/TCE legal malpractice action
- Draft Claims, Massage and Nuisance Abatement Ordinances
- Enforce Code Compliance through Court Action

Human Resources

\$605,554



Mission

To be a catalyst for a respectful, inclusive, & highly productive workforce

Divisions

- Recruitments & Equal Employment Opportunity
- Classification & Compensation System
- Administrative Policies and Procedures
- Employee Benefits
- Employee Relations
- General Liability and Property Insurance
- Workers Compensation Insurance

Number of Employees: 4.5

Risk Manager, Management Analyst, HR Technician, Admin Secretary, Admin Clerk (PT)



Human Resources

2004-05 Accomplishments:

- Completed 33 recruitments
- Hosted IPMA conf., coordinated 2 Health Fairs, 7 training sessions
- Employee Recognition Program/Employee Appreciation Awards
- Employee Newsletter
- Administered 67 General Liability and 43 Workers Comp claims
- Processed 1,400 certificates of insurance
- Completed OSHA annual hearing testing
- Medical Appointments policy completed
- Coordinated services for community "Week of the Young Child"
- Completed Maint. & Operators, Police and Dispatch negotiations



Human Resources

2005-06 Emphasis:

- Improve communication between all City Departments and the Human Resources Division
- Provide more accessible information online for employees and outside agencies
- Continually review benefits and make changes as appropriate
- Coordinate negotiations: IBEW (12-05), Mid-Management (12-05), Police Mid-Mgmt (6-06), General Services (6-06), Maint & Operators (6-06), and Firefighters (6-06)

Information Systems

\$997,715



Mission

Provide excellent customer service, vision and technical support.

Divisions

- Programming and support systems
- Desktop and telecom support
- Operations and helpdesk support

Number of Employees

9



Information Systems

2004-05 Accomplishments

- Implemented new False Alarm billing system for LPD
- Implemented new Work Order system for EUD
- Secured \$76,000 refund for telephone over-charges
- Moved into Carnegie Forum basement
- Handled 3400 support calls
- Developed online surveys
- City Council Web casts
- Improved system security by eliminating generic logons
- Renegotiated telephone contract



Information Systems

2005-06 Emphasis

- Implementation of new Pet Tracking System for Animal Shelter
- Development of Fee Billing System for Fire Department
- Implementation requisitions and voucher payment systems for Finance
- Work with Finance and EUD to improve financial reporting systems
- Work with EUD to un-bundle rates
- Update Electronic Media Use Policy
- Implement new Complaint Tracking system
- Implement new Econ Development Contact tracking system
- Support the City's 603 PC's and 40 servers
- Analyze cell phone plans

Finance Department

\$2,246,000



Mission

Provide superior service to all customers, both internal and external, of the Finance Department in a timely, efficient and effective manner.

Divisions

- Administration
- Accounting
- Revenue Services
- Purchasing

Number of Employees

26 Full Time

1 Part-time



Finance Department

2004-05 Accomplishments

- Preparation of 04/05 and 05/06 budgets
- Preparation Comprehensive Annual Financial report (CAFR)
- Changed financial reporting format to provide more relevant and timely information
- Worked with Lodi tourism to form Lodi Tourism Business Improvement District
- Acclimated Finance Director to City finances



Finance Department

2005-06 Emphasis

- Collaborate with all departments to utilize all components of financial reporting systems
- Complete an evaluation of cost allocation plan
- Complete a five year financial outlook and fiscal health plan
- Review fees and charges (emphasis will be on utility rates) in conjunction with revised cost allocation plan
- Encourage on-line or mail payments

Non-Departmental

\$5,356,630



- Special Payments
- Non-departmental Services
- Telephone Charges (land line)
- City-wide Utilities
- City-wide Postage